



Homebuyer Financial Assistance Application Checklist

Department of Neighborhood Development - The Boston Home Center



Thank you for your interest in the Boston Home Center. Below is a list of the documents you will need to include with your application. Please make sure to include all documents listed.

Please mail to: **The Boston Home Center**
 Attn: Homebuyer Unit
 26 Court Street, 9th Floor
 Boston, MA 02108

Once we receive this application package, we will notify you in writing.

DOCUMENTS REQUIRED OF ALL APPLICANTS:

- 1. ____ Completed and signed Program Application
- 2. ____ Completed and signed Program Disclosure
- 3. ____ Copy of Homebuyer 101 Certificate
- 4. ____ Copy of Pre-Approval Letter from a Lender (Approved Lenders must be used for all financial assistance programs, a list is available at www.cityofboston.gov/dnd/bhc/Approved_Mortgage_Lenders.asp)
- 5. ____ Copy of last 2 years signed **Federal** Tax Returns with all Schedules for all filing household members*

 If self-employed, provide a year-to-date Profit and Loss Statement
- 6. ____ Copy of the last 2 year’s W-2 forms for all household members 18 and older*
- 7. ____ Last 3 months Bank Statements from all Depository Institutions* (such as 401k’s, stocks, bonds, credit union, etc.)
- 8. ____ Four current pay stubs for all household members 18 years old or older; and proof of income from all other sources such as Social Security Award Letter, Unemployment Compensation, Pension, etc.
- 9. ____ Copy of Purchase and Sales Agreement, when available
- 10. ____ Copy of Cancelled Deposit Check(s) for new home purchase, when available

Notes:
Write in any additional information you feel we should know in order to process your application.

**For all individuals over the age of 18. If person/s is/are not employed, copy of school transcript or explanation of circumstances and a No Income Affidavit must be supplied.*